



313-15
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 211	Application Number July 22, 1980	Georgia Department of Agriculture Plant Industry Feed, Fertilizer & Grain Division 19 M. L. King, Jr. Dr., S. W. Atlanta, Georgia 30334	Application Number 73-131-A	
			Date Received JUL 23 1980	Date Completed AUG 14 1980
2. Person to Contact Cecil R. Spooner		Working Title Director	Telephone Number 656-3637	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-131 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest June 1, 75 Latest to date		5. Records Series Title (followed by title used in office, if different) Feed out of tolerance sample file		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry. The Feed, Fertilizer & Grain Division is responsible for enforcement of the rules and regulations as related to feed, fertilizer and grain within the Plant Industry.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Feed samples found by laboratory analysis to be in violation of the Georgia Feed Act of 1970. Included are: Laboratory report, results of analysis, correspondence				
File is arranged Alphabetically by Company Name				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 5 ; Seven to twelve months old 3 ; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers 2 drawer ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Laboratory Division & in this office by Lab number</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retention is to develop histories of manufacturers out of compliance with the Georgia Feed Act of 1970.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

COPY IN LABORATORY DIVISION - Reference File - Schedule No. 34

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Sikes</i>	7-22-80	<i>Ellis D. Sikes</i>	7-22-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>[Signature]</i> 7-27-80
		Secretary of State/Designee	<i>Carey Hart</i> 7-25-80
		Attorney General/Designee	<i>[Signature]</i> 8-13-80

STATE
OF
GEORGIA313-15
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Application for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date Feb 9, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 94		Date Received FEB 28 1973	Application No. 73-131	Date Completed MAR 7 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry - Feed, Fertilizer, Pesticide, & Grain 19 Hunter St. S.W. Atlanta, Georgia 30334		4. Person to Contact J.H. Tutt Section Chief		
		5. Working Title Section Chief	6. Tel. No. 656-3637	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

9. Exact Series Title

July 1, 1971 to Date

Feed Out of Tolerance Sample File

10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervising and regulating the plant industry in Georgia. It seeks to control and eradicate certain diseases and insects within the plant industry. The Division promulgates and administers rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apary, and other plant industries doing business within Georgia. The Feed Unit administers the Commercial Feed Act of 1972.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement)

Documents relating to feed samples which were found by laboratory analysis in violation of the Georgia Feed Act of 1970.

Included are:

Inspector's Feed Sample Report (no number) gives name & address of manufacturer where sample was taken and analysis of the feed.

Feed Label, for Invoice, analysis.

Feed Tag gives quarantined analysis

Laboratory Report (no number) lists results of the analysis of the sample.

Correspondence relating to imposing and collecting penalties and acknowledgement of penalties.

Files are arranged alphabetically by Company Name.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	1	1.5		1-1	1.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	1	0	0	0

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE



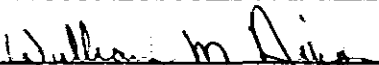


(Cite Law, Statute, or other reason for the retention requirement)

This is a recently-instituted program (item 8). Retention is to develop histories of manufacturers out of compliance with the Ga. Feed Act of 1970.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 4 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) 		Date 2/9/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		2/9/73
	State Auditor/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		3-1-73
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		2-28-73
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		3-6-73

STATE RECORDS
COMMITTEE